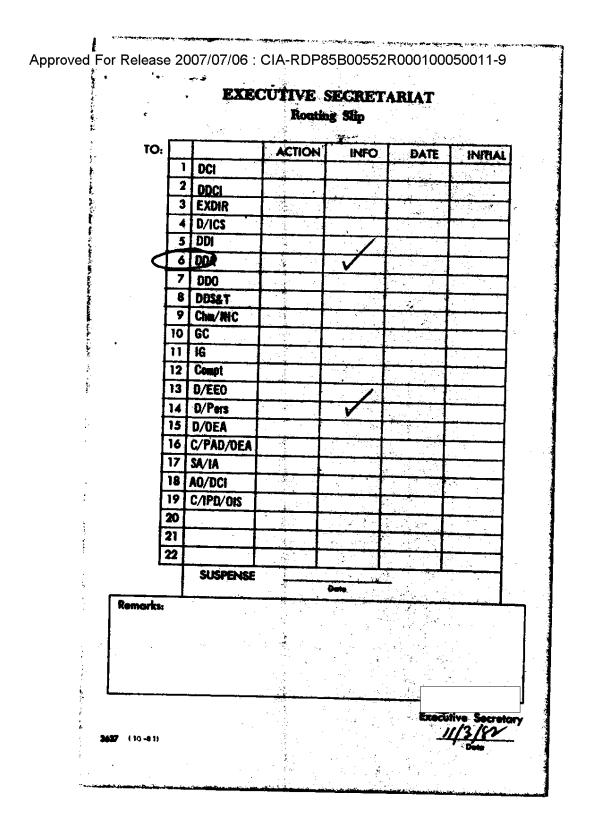
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# CABINET AFFAIRS STAFFING MEMORANDUM

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DATE:11/2/82	NUMBER:	0775	67CA DUE BY:				
SUBJECT: Cabinet Council on Management and Administration, November 3, 1982							
Room 208 OEOB	70 1-4						
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REMARKS: The agenda for this meeting is: Mid-Term Planning and Executive Information.

RETURN TO:

Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456–2823

Becky Norton Dunlop Director, Office of Cabinet Affairs 456–2800



#### THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR THE CABINET COUNCIL ON MANAGEMENT AND

ADMINISTRATION

FROM: RALPH C. BLEDSOE

SUBJECT: Agenda and Paper for the November 3 Meeting

DATE: November 1, 1982

The agenda and paper for the Wednesday, November 3 meeting of the Cabinet Council on Management and Administration are attached. The meeting is scheduled for 3:30 p.m. in Room 208 of the Old Executive Office Building.

The major agenda item will be Mid-Term Planning. Attached is a paper containing instructions on the process, and an outline of overall goals, basic objectives, and issues and topics.

We will also briefly discuss the formation of a CCMA Working Group on Executive Information. The purpose of the group would be to design and develop a process for preparing and presenting management and administrative data to CCMA on a systematic basis.

Attachments

## THE WHITE HOUSE

WASHINGTON

## CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

November 3, 1982

3:30 p.m.

Room 208, Old Executive Office Building

## AGENDA

- 1. CCMA Mid-Term Planning/CM #285
- 2. Working Group on Executive Information

#### THE WHITE HOUSE

WASHINGTON

# CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

## Mid-Term Planning Instructions

November 3, 1982

### PURPOSE

The purpose of this planning session is to obtain ideas and views of CCMA members about the Administration's management and administrative goals, objectives and agenda for 1983 and 1984.

## PROCESS

The process will include:

- 1. A brief review of proposed Presidential Goals,
- A check of the proposed <u>Objectives</u> (questions or recommendations for major changes will be accepted),
- 3. A presentation on Presidential Priorities, and
- 4. Discussion of proposed <u>issues and topics</u> for the CCMA 1983-84 agenda.
  - a. This discussion will focus on (in order):
    - 1) Systematic Briefings and Reports to CCMA,
    - 2) General Management Issues,
    - 3) Financial Management Issues,
    - 4) Personnel Management Issues,
    - 5) Property and Procurement Issues, and
    - 6) Information and ADP Management Issues
  - b. For each of the above areas, you should provide your rankings of the specific issues in accordance with the "issue ranking process" outlined below. You should also be prepared to give your views on the highest priority issues, and provide suggestions for scoping issues and preparing policy options.
  - c. Feel free to add issues during the process.

CCMA Mid-Term Planning Instructions

The Executive Secretariat will use the results of this initial CCMA meeting on Mid-Term Planning as guidance in formulating recommendations on how the Council should proceed with each issue. These will be presented at the next CCMA meeting.

## ISSUE RANKING PROCESS

- Key factors are rated on a 1-10 scale, first, with respect to substance, and second with respect to politics.
  - a. Substantively urgent issue is an issue which from a pure substantive point of view regardless of politics must be solved ASAP or significant, irreversible harm will be done (or opportunity lost) afflicting most Americans. The immediate interruption of the flow of foreign oil to this country probably merits a 10.
  - b. Politically urgent issue is one which regardless of the merits must be solved ASAP or significant, irreversible harm will be done to the President's ability to maintain a governing coalition because of the disaffection of large numbers of people. Watergate would have been a 10. Our problem with the Voting Rights Act may have been an 8.
- 2. Four Categories of Relative Importance are as follows:
  - a. Essential At least one of the substantive or political ratings must be at least a 9. This issue would be urgent demanding the President's full attention and deserves whatever resources are required to solve the problem.
  - b. Very Important At least one of the substantive or political ratings would have to be an 8. This issue deserves the President's attention and may deserve additional resources.
  - c. Important At least one of the substantive or political ratings must be at least a 7, and combined ratings of the two should total at least 12. This issue deserves some Presidential attention but is of low enough priority that no more resources could be justified.
  - d. Non-Presidential Issues with a combined rating of less than 12, where neither rating is over 7, probably do not deserve much Presidential attention. Cabinet level officials should endeavor to resolve the issue among themselves.

